


POLICY AND PROCEDURE

	Policy number: 13000-008
	TCC Fire Alarm Monitoring Protocol
	Last review date 09/09/2025
	Original effective date: 07/10/2025 Amended effective date:
Approved by: Vanessa Aguirre	

TCC Fire Alarm Monitoring Protocol

Purpose

The purpose of a fire alarm monitoring system protocol is to establish a clear, automated, and reliable process for responding to fire alarms and fire trouble reports and carbon monoxide alarms in real time. This protocol ensures that when a fire alarm or fire trouble and carbon monoxide alarm report is triggered, appropriate actions are taken immediately to protect lives, minimize damage, and coordinate emergency response.

Scope

This policy establishes clear protocols and delineates the responsibilities of Campus Safety, Campus Facilities, Central Facilities Services, and authorized contractors regarding the management of Fire Alarms, Fire Trouble Signals and Carbon Monoxide Alarms. It further specifies the individuals or entities authorized to place alarm zones or entire accounts on test status for any property owned, operated, or affiliated with The Claremont Colleges.

Definitions

Alarm

An indication of the existence of a condition that requires immediate response. A Fire Alarm Signal is an alarm that requires immediate response.

Carbon Monoxide Alarm Signal Disposition.

A carbon monoxide alarm signal shall take precedence over supervisory or trouble signals.

Supervisory Signal

A notification that something related to the fire protection system needs attention but is not an immediate emergency. This is not an alarm.

Trouble Signal

A signal that results from the detection of a trouble condition. This is not an alarm.

NFPA72 Requirement

Per NFPA72 Fire Alarm Code, chapter 26.1* Application

The performance, installation, and operation of alarm systems at a continuously attended supervising station and between the protected premises and the continuously attended supervising station shall comply with the requirements of this chapter.

Alarm

26.2.1.1

Alarm signals initiated by manual fire alarm boxes, automatic fire detectors, waterflow from the automatic sprinkler system, or actuation of other fire suppression system(s) or equipment shall be treated as fire alarm signals.

Fire Alarm signals received at a supervising station must be:

1. Immediately retransmitted to the public fire service communications center
2. The entire process – from receipt to retransmission – must occur within 90 seconds.

Carbon Monoxide Alarm Signal Disposition.

26.2.4.1.1

A carbon monoxide alarm signal shall take precedence over supervisory or trouble signals.

Supervisory Signal (e.g. Sprinkler/System Status)

1. Immediately notify the owner or the owner's designated representative.
2. Dispatch a runner or maintenance person to arrive within 2 hours (Campus Safety response).
3. Supervisory off normal conditions should be resolved within 8 hours.
4. Notify the authority having jurisdiction (AHJ) if the equipment is out of service for 8 hours or more.(LA County Fire Department)

Trouble Signals (System Faults)

1. Immediately notify the owner or the owner's designated representative.
2. Campus Facilities shall Dispatch maintenance personnel to respond within 4 hours
3. If the interruption lasts more than 8 hours, notify the subscriber and the fire department (if required).

4. Upon restoration after 8+ hours, report the nature of the issue and restoration details to the AHJ/subscriber. (LA County Fire Department)

Procedures

Campus Safety

1. A Fire Alarm or Fire Trouble Report is received at Campus Safety
2. A phone call shall be made to the Campus Facilities On-Call technician (Director/AVP should be notified).
3. Due to Fire Alarms being a Life Safety System, E-Mail notifications are not acceptable, Voice mail notifications are not acceptable.
 - The Campus is responsible for deciding how to respond to the Alarm Signal or Trouble Signal.
 - Campus Safety shall not call CFS directly to respond.
4. Campus Safety shall not put any system to “account on test.” Unless directed to do so by a Facilities Director or AVP of Facilities. Contractors working on fire alarm systems are not allowed to put systems on test.

Campus Facilities

1. Campus Facilities can direct Campus Safety to put the “signal on test.” “Account on test” should not be used, this could lead to a dangerous situation if an actual fire or life safety event occurs.
2. Campus Facilities can also call the CFS after hours number and speak to a CFS technician (this action will result in a 2-hour charge back to the college).
 - If a technician is unable to assist Campus Facilities, the CFS Supervisor should be called.

Central Facilities Services

1. May receive a Campus call from the On-Call After Hours number
2. CFS technician will inquire if the Campus wants a site visit.
3. CFS can also direct Campus Safety to put the “signal on test”, only with Campus authorization.
4. CFS shall not direct Campus Safety to place a Fire Alarm or Fire Trouble Signal to “account on test.”

Contractor

1. Contractors shall never be allowed to put an “account on test”
2. Contractors should be in contact with the Campus Project Manager or AVP of Facilities
3. The Campus Project Manager or AVP can direct Campus Safety to put the “account on test”.